

Contact Lists

The following are the appropriate staff people to contact for the issues listed.

If you need help...	See...
Academic advisement, academic support and tutoring including students with special needs	Ushasi Jill Thompson
Academic issues – policies, concerns	Lucy Liben
Academic progress	Lucy Liben
Admissions	Jennifer Apicella
Admissions Files (missing documents)	Karen Holder
Appeal for disciplinary actions	Dept. Chairs
Appeal process for grades, failures, absences	Lucy Liben
Clinic – general oversight	Ericka Clinton
Clinic I & Clinic II (Stress Reduction Clinic)	Ericka Clinton
Clinic III	Ericka Clinton
Continuing Education	Adam Carey
Curriculum issues within each dept., curriculum revision	Dept. Chairs
Electives – additional	Eric Demry
Exams	Dept. Chairs
Faculty issues within each department	Dept. Chairs
Financial Aid	Martha Padilla/ Jennifer Seale
First Aid/CPR	Mr. Huey
Foreign students visas	Scott Dietsch
Front office/ Reception	Beatriz Acevedo
Grades	Dept. Chairs
Leaves of absence	Lucy Liben
Library Services	Vacant/Scott Dietsch, temp. supervisor
Newsletter	Barbara Goldschmidt
Non-academic concerns of students	Scott Dietsch
Off-Site Internships I & III	Craig Kienzle
Off-Site Internships II	Charles Pegg
Physical Plant	Mr. Huey
Placement Services	Meg Darnell
Professional Development	Ellen Krueger

Refunds	Mary Alvarez
Scholarships (Non-Swedish Institute) - Disbursements	Mary Alvarez
Scholarships (Swedish Institute only) - Information	Claudia Etienne
Schedules	Eric Demry
State Board – Form 2	Mr. Huey
State Board Exam Info.	Meg Darnell
Students with disabilities in need of assistance	Scott Dietsch
Student billing	Mary Alvarez
Transcript requests	Claudia Etienne
Transfer credits	Jennifer Apicella
Tuition – Payment of	Reception
Tuition – Payment plans	Mary Alvarez
Tutors	Ushasi Jill Thompson
Withdrawals	Eric Demry

Titles and voicemail for:

Administrator	Title	VM Number
Alvarez, Mary	Bursar	119
Apicella, Jennifer	Director of Admissions	139
Clinton, Ericka	Chair, Clinical Studies, Massage Therapy	135
Demry, Eric	Registrar	117
Dietsch, Scott	Director of Student Services	122
Etienne, Claudia	Assistant to the Dean for Massage Therapy	114
Holder, Karen	Enrollment Coordinator	131
Huey, Yick Pon	Dean for Administration and Operations	121
Krueger, Ellen	Chair, Professional Development, Massage Therapy	316
Liben, Lucy	Dean for Academic Affairs, Massage Therapy	128
Martin, Gina	Coordinator of Teacher Training Program, Massage Therapy	331
Metzo, Vincent	Chair, Science, Massage Therapy/ Personal Training	138
Padilla, Martha	Director of Financial Aid	120
Proctor, Mark	Chair, Western Massage, Massage Therapy	136
Seale, Jennifer	Financial Aid Representative	151
Sommen, Pieter	Chair, Eastern Studies, Massage Therapy	115
Thompson, Ushasi Jill	Director of Academic Support Services	133